



# APPLICATION FOR REAL ESTATE PARTNERSHIP LICENSE

REAL ESTATE LICENSING  
PO BOX 9048  
OLYMPIA, WA 98507-9048  
(360) 664-6488 or (360) 664-6500  
FAX (360) 586-0998  
[www.dol.wa.gov/realestate/refront.htm](http://www.dol.wa.gov/realestate/refront.htm)

FEE: ..... \$210.00  
Company name change . \$26.50

PLEASE TYPE OR PRINT CLEARLY

Make remittance payable to State Treasurer.  
Send application with your remittance to:  
Department of Licensing  
PO Box 9048  
Olympia, WA 98507-9048

FOR VALIDATION ONLY

Company Name			Business Telephone No. ( )	FAX Telephone No. ( )
DBA Name (If Applicable)				
Company Address (Number, Street and Post Office Box if Applicable)		City	State	Zip
Designated Broker's Name: First Middle Last			Designated Broker's Telephone No. ( )	Social Security No.*
* State law, RCW 26.23.150, requires that you furnish your Social Security Number when you apply for this license. If this application is for a business that is a sole proprietorship, the proprietor must furnish his/her Social Security Number. Resident aliens without a Social Security Number must furnish their Individual Tax Identification Number.				
<b>List Partners Below</b> (note: Designated Broker must be a partner)				
Name		Mailing Address		
Name		Mailing Address		
Name		Mailing Address		

Please answer the following with "Yes" or "No".

1. With the exception of motor vehicle violations, have you or any partner ever been convicted of a crime, felony, or misdemeanor by this state, any other state, the federal government or any other jurisdiction within the past ten years? (**Note:** If you have or any partner has been convicted of a crime, you will be subjected to an investigation, and you may be denied a license.) \_\_\_\_\_
2. Is there a criminal complaint or accusation, or other information presently pending against you or any partner, or are you or any partner under indictment in this state, any other state, by the federal government, or by any other jurisdiction? \_\_\_\_\_
3. Has any professional or occupational license or permit issued to you or any partner, or your right or the right of any partner to engage in any business ever been refused, suspended, revoked, or denied in this state or any other jurisdiction? \_\_\_\_\_
4. Have you or any partner ever had a civil court order, verdict, or judgement entered against you in any court of competent jurisdiction in which the subject matter involved any real estate or business related activity? \_\_\_\_\_
5. Are you currently required to register as a sex offender in this state or any other state?  
If yes, state \_\_\_\_\_ county \_\_\_\_\_

Attach a letter or explanation for any affirmative answer(s) to the above questions.

6. What is the zoning in the area in which the office is located? \_\_\_\_\_
7. Is a real estate office permissible in this zone? \_\_\_\_\_
8. Does the partnership agree to establish and maintain a real estate office at the business address that is accessible to the public? \_\_\_\_\_
9. Does the designated broker agree to personally manage and act for and on behalf of the partnership? \_\_\_\_\_

Failure to comply with any provisions of the Real Estate Licensing Act or any rule or regulation promulgated thereunder may result in suspension or revocation of license.

Designated Broker's signature X

**If application information is incomplete, the application will not be processed**

## LICENSING PROCEDURES FOR A NEW PARTNERSHIP



1. Current real estate license must be returned with a release by your present broker.
2. Complete an Application for Real Estate Partnership License. (See reverse of this document.)
3. Furnish a copy of the Partnership Agreement. Such Partnership Agreement must specify which partner is to act as the Designated Broker.
4. Appoint all persons that are to act as a real estate salesperson or associate broker on the appropriate forms. Any licensee so appointed must have his/her current license released and returned to this office by his/her present broker. There will be a \$26.50 transfer fee for each licensee appointed as a real estate salesperson or associate broker.
5. The fee for a partnership license is \$210.00. The fee for the designated broker is \$26.50 for a transfer or \$210.00 for a first broker's license.

### PARTNERSHIP NAME CHANGE PROCEDURES

1. Return all licenses showing former company name.
2. Complete application for Partnership License. (See page 1 of this document.)
3. Submit amendment to partnership agreement, showing the new name.
4. Fees are: \$26.50 for the partnership (includes designated broker).  
\$26.50 for each licensee.

### IMPORTANT INFORMATION REGARDING REAL ESTATE COMPANY NAMES

If you are **opening a new company or changing your company name**, we advise you to check the availability of the desired name with our office. In order to check a name with us, please submit your request in writing to the address indicated below, or send a FAX to (360) 586-0998. **Names cannot be checked by telephone.**

Please include your telephone number and address on your request so we may contact you after the name has been checked. If the name is available, we will reserve it for you for 60 days.

**NOTE: Approval or issuance of a name by other state agencies or divisions of this agency does NOT insure that it will be issued by this office.**

***PREVENT UNNECESSARY EXPENSE! DO NOT ORDER SIGNS, STATIONERY, BUSINESS CARDS, ETC. UNTIL THE LICENSE HAS BEEN ISSUED.***

DEPARTMENT OF LICENSING  
PO BOX 9021  
OLYMPIA, WA 98507-9021  
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FAX (360) 586-0998  
[www.dol.wa.gov/realestate/refront.htm](http://www.dol.wa.gov/realestate/refront.htm)

***Upon filing, this application becomes a public record and is subject to public disclosure provisions pursuant to RCW 42.17***